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Next Review Date: \_\_\_\_\_  
Auth.: HR 70-3  
Date: \_\_\_\_\_ By: \_\_\_\_\_

25 February 1955

MEMORANDUM FOR: Colonel White

SUBJECT : CIA Supergrade Structure

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1. This paper was received without any indication that Mr. Reynolds had seen it on its way out of the Office of Personnel, and it was therefore returned for his review. We still do not have initials or any other indication that he has seen it; however, [REDACTED] advises that Mr. Reynolds has seen it, concurs in its findings, and recommends your approval. I am commenting in the absence of [REDACTED] although this would normally be within his area of interest.

2. After a very detailed presentation, the conclusions are drawn that:

a. It is valid to apply to the Agency the composite ratio of four other agencies in determining the total number of supergrade positions.

b. The distribution of supergrades should be consistent with the practices of the other four agencies.

c. The allocation of the supergrades within the three major components should be accomplished on the basis of formulae developed within the paper.

d. The total number of GS-18s should be reduced and the Director of Personnel should advise the Supergrade Review Board during the process of this reduction.

3. I think conclusion a. above is probably sound in that we are adopting a defensible position and there should be comparatively little trouble justifying this to the Bureau of the Budget or any other committee or commission.

4. I do not agree with the conclusions drawn in b., c. and d., and feel that the comparison of our situation with the other agencies is valid only for the purpose outlined in a. above.

5. It is my understanding that supergrade positions are reviewed and established on the basis of the requirements of the particular job rather than on the basis of whether or not we have reached a percentage equal to some other agency. There have been approved for the Agency [REDACTED]

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supergrade positions; however, a ceiling of [REDACTED] had heretofore been established. Applying the formula outlined in recommendation a. above resulted in a determination that [REDACTED] positions would be our "quota." [REDACTED] approved positions is not terrifically out of line, and it would appear that the appropriate recommendation resulting from this paper would be merely to increase the Agency ceiling from [REDACTED] in the belief that we could in good conscience justify this to the Bureau of the Budget and others.

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6. I feel the distribution of the supergrade positions between grades 16, 17 and 18 is entirely a matter within the Agency's discretion, and the contention in recommendation b. above that "positions should be distributed by supergrade levels consistent with practices in the four agencies" is out of line. Many of our supergrade positions are established for reasons other than the number of employees, branches and divisions supervised, and the pyramid structure where the number of GS-17s exceed the number of GS-18s and the number of 16s exceed the GS-17s is not especially valid.

7. Recommendation: It is recommended that another paper be prepared for consideration by the Director, using the present study as the basic document, which would recommend to the Director:

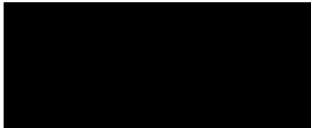
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a. That the supergrade ceiling be raised to [REDACTED] to conform to the number of approved positions,

b. That appropriate recommendations regarding possible promotion of personnel be made by the Supergrade Review Board as the result of the ceiling increase, and

c. That the supergrade structure of the Agency be determined on an analysis of the requirements of individual positions without regard to the number of positions in one grade level as compared to another.

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